

STATE OF MICHIGAN



District Court - 52nd Judicial District

1ST DIVISION

48150 Grand River Ave.
Novi, MI 48374-1222

HONORABLE BRIAN W. MacKENZIE
HONORABLE DENNIS N. POWERS
HONORABLE ROBERT BONDY
DISTRICT JUDGES

(248)305-6460 Criminal
(248)305-6511 Traffic
(248)305-6080 Civil
(248)305-6144 Probation

Joyce A. Renfrow
COURT ADMINISTRATOR

JOB ANNOUNCEMENT **Supervisor over Clerical Support Staff**

Reports to: Court Administrator and/or Deputy Administrator

GENERAL SUMMARY:

Under general supervision, instructs and gives technical guidance to District Court Clerks I and II on work details and court procedures, Michigan Court Rules and Michigan Law as it pertains to the criminal division of the Court. Assigns and reviews the work of lower level clerical employees and as needed perform clerical duties within a particular unit. Attends to general and specific inquiries, as well as difficult situations with the general public, attorneys and law enforcement personnel. Follows established court rules and statutes in reference to court cases and legal policies & procedures. Provides information to violators of procedural options. Is responsible for the preparation of reports and special projects upon request of the Administrative staff. May perform various administrative duties as assigned. Familiar with Judicial Information System (JIS) case management system helpful.

Salary Range: \$34,581-\$45,027 plus benefits, EEOC

Requirements: Bachelor's Degree

Court experience desired. Leadership duties in legal setting will be considered in lieu of court experience.

Send resumes of interest to:

Janet L. Rehm
Deputy Court Administrator
52-1 District Court
48150 Grand River
Novi, MI 48374-1222
Or: rehmj@oakgov.com

Closing: Friday, November 29, 2013